

an occasional
publication of the
Mid-Atlantic Regional

the *** mid-atlantic archivist

Archives Conference (MARAC)

Volume 2 Number 3

June 1973

BALTIMORE. How sweet it was. Over 150 members from all eight areas of MARAC came to the downtown Holiday Inn on May 4 and 5 to trade experiences, learn new methods, greet old friends, and watch our regional grow up.

We voted to return the Society of American Archivist's (SAA's) "seed money," insisting that the \$100 continue to provide service by supporting SAA's executive directorship fund drive. We urged many members to consider joining that organization.

We formed a nominating committee to launch a new slate of officers for our upcoming year. We heard our representatives to the SAA symposium report that MARAC was well known and respected amongst our peers, and that it is the largest regional yet formed.

We voted to endorse Senate Bill 1293, known as the National Historic Records Commission Bill, and authorized Chairperson Peter Silverman to write to United States Senator Sam Ervin, Chairman of the Government Operations Committee, voicing that support.

Robert Devlin and Arthur Breton, co-chairmen of the program committee, provided over thirty workshops from which to choose over the two days, each chaired by a competent professional in the field. They were all well attended and discussed. Adele Newburger and Mary Boccaccio, co-chairwomen of local arrangements, provided tours, great meals, and lots of excitement (including a noisy fire in the middle of the night).

All in all, it was a great meeting.

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The Office of Records Management of NARS is drawing a head on the proliferation of Federal forms.

Harold J. (Mark) Koenig is compiling current data on the form problem since the last report, issued by a Congressional committee in 1966, is out of date.

Joe Basgall, Koenig's assistant for research planning, says the box score at this point is: 800,000 different forms and 50 billion copies of them at a printing cost of \$100 million.

There are some who think this is too many forms.

Peter Silverman, MARAC Steering Committee Chairperson, has been named Chairman of Local Arrangements for the fall MARAC meeting in Philadelphia, and will be assisted by Bob Devlin. Pete reports that it will be Friday and Saturday, October 12 and 13. He reports that final arrangements have been made with the Holiday Inn on Independence Mall, with some very reasonable rates, using the American plan as we did at Baltimore. Gladys Coghlan, Chairwoman of the Program Committee for that meeting, has also announced that her committee has held its initial meeting and planning is progressing.

Present plans call for the 1974 spring MARAC meeting to be held in Virginia, preferably Richmond. Look for more information in the September issue of the MID-ATLANTIC ARCHIVIST.

The MID-ATLANTIC ARCHIVIST is an occasional publication of the "id-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who



live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland Virginia, Delaware, and West Virginia, and in the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearing house for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the MID-ATLANTIC ARCHIVIST for \$3.00 per annum. Write Ms Nancy Zembala, Treasurer, MARAC, Archives of American Art, Smithsonian Institution, Washington, DC 20560. Newsletter correspondence should be addressed as follows:

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Workshops

Book reviews

NEWSLETTER EDITORIAL BOARD

Elsie Freivogel, Archives of American Art Mary Boccaccio, University of Maryland



mid-atlantic definitions

Records Center. A facility primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time. Most records centers offer reference service on a limited basis.

Records Center Container. A corrugated cardboard box designed to hold one cubic foot of records, either legal or letter size, and normally having a bursting strength of 200 pounds per square

Transportation Aisle. Main transportation passageway in records centers bisecting stack areas.

Service Aisle. Passageway in stack areas, usually 30 inches in width and at right angles to transportation aisles and separating storage rows.

Fire Aisle. Records center passageway established to aid in fighting or preventing the spread of fire. They permit unimpeded passage of persons for access to firefighting equipment.

Storage Row. A single line of shelving, racks, boxes, cabinets, or other filing equipment having service aisles on long sides.

Honeycombing. The storing of records with consecutive empty shelf spaces, of varying sizes. Offers expansion possibilities, but with consequently poorer utilization of storage equipment.

Pulpit Ladder. A safety-type ladder used for searching records stored in boxes at high levels. It has a top extending shelf for convenience. So named because it resembles a church pulpit.

Receiving Area. Space adjacent to a loading platform where records received are spot checked against the shipping document. The document is notated to show shortages, damaged containers, and other conditions.

Skid. A platform with stationary rear wheels and a coupling pin at front for a hydraulic jack, used to transport records from one location to another.

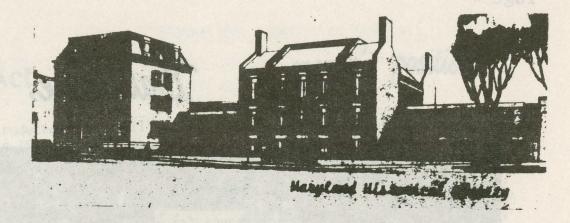
Anyone interested in working on a membership directory and/or a directory of institutions in the MARAC region, contact Nancy Zembala, Archives of American Art, (202) 381-6174 or Bob Devlin, Federal Records Center, Region 3, (215) 438-5200, ext. 588.

MARAC STEERING COMMITTEE

Peter Silverman, Chairperson Mary Boccaccio Gladys Eoghlan Mike Plunkett Mary Jenkins Kenneth Richards Joan Warnow Mary Boccaccio (interim) District of Columbia

Pennsylvania Maryland Delaware Virginia West Virginia New Jersey New York

BALTIMORE- -





how sweet it was!

The MID-ATLANTIC ARCHIVIST proudly introduces to its readers, Paul Perkus, of the City University of New York, one of two volunteers who stepped forward to join our staff at the last meeting. Straightaway we saddled an enormous load on his shoulders—to capsulize all the Baltimore sessions for this issue. His talents I'm sure you can judge for yourself as you read on.

Paul cautions: "The length of the shorter summaries does not necessarily represent a corresponding qualitative judgment of the session themselves, but more likely reflects the length or depth of available notes. No notes were received for the sessions on Public Records, and Administering An Oral History Collection."

HANDLING OF PHOTOGRAPHS AND RELATED MATERIALS. (Nancy Malan). Much individual treatment necessary because of different types and sizes of photographic materials. No universal classification system. Indexing difficult because of arrange numerically or categorically. Descriptive sentences as well as codes make retrieval easier. Extensive indexing feasible only for large, rich, well-staffed archives; simple descriptive indexing preferable. Preservation: temperature and 35% to 45% humidity. Use acid-free paper, containers and negative jackets, avoid glassine. Store glass plates in wooden or metal boxes, make negatives. Color film: keep out of light and cooler than black and white, make black and white prints of important color photos.

HANDLING OF MAPS, PRINTS, DRAWINGS. (Charles Taylor). Discussed flat filing systems and alternatives, lamination and other means of map preservation, chemical, physical and optical effects of, and equipment for lamination. Also,

HOW BEST TO ASSIST THE RESEARCHER. (W. Theodore Durr). Search-room form requesting name, institutional affiliation, research topic and published articles serves as preliminary guide for staff and record of topics studied. Balance finding aid and card index preparation time use against direct staff assistance to researcher. Personal interview can be effective finding aid in smaller institutions, screening device for larger institutions. Letters of introduction: not necessarily effective—easily forged, sources often unknown, stifle nonprofessional researchers. Archivist's role: suggest areas and provide written descriptions of collections, let user guide himself.

URBAN ARCHIVES. (Allen Weinberg). Philadelphia City Archives include records of rainfall from the City Water Department, covering an area of 50 to 100 miles and dating back to a very early period in the city's history. The records of the 1876 Centennial Commission, received in disarray, reconstructed the original arrangement through study of materials and administrative structure of the commission. Temple University has assembled archives dealing with such local institutions as settlement houses, labor unions, and civil rights groups.

Problems of cataloging materials and preparing finding aids were discussed. Entries in the computerized index of the City of Philadelphia Archives describe the record contents rather than a subject category to which the record might contribute information. An entry for a particular item reads: WATER, DEPARTMENT OF, RAIN, GAUGE, WISSAHICKON, CREEK. The computer would lead the researcher to the document represented through a search under any of the terms (separated by commas). There has been some interest in Washington shown in creating a single index for some seven to nine major archives using a similar system.

CONDUCTING AN ORAL HISTORY INTERVIEW. (Elizabeth Mason). In preparing for the interview include research in materials contemporary with the times to be discussed. Identify the desired goals of the interview. Test equipment prior to need. Plan seating arrangement. Cooperation of memoirist: have him think back into frame of reference, trigger memory by reminders of weather, time of day, concurrent events, establish yourself as a sympathetic listener, try to save sensitive questions for the end of the interview, allowing time for necessary trust to have developed. Pose questions with a sense of timing, allow thoughtful pauses to bear fruit, not feeling impelled to get in every question prepared beforehand. After recording, transcribe the interview for researchers. Equipment note: when choosing a machine be sure that a transcribing unit with a foot pedal and review capacity is available.

SUBJECT CATALOGING. (Murphy Smith). Geographical and chronological classification becoming important because of increasing use of demography in historical research. Cataloging type determined by kinds of records: subject cataloging doesn't work well with institutional records. General vs. specific cataloging controversy: general—guide researcher rather than classify for him; specific—detailed cataloging helps researcher limited by time. Anyway, good practice to point out gaps in "expected" in a collection and to note unexpected and unusual.

Baltimore, Candidly



Informal caucus at a business meeting



Gladys Coghlan listens Elsie Freivogel hat to Velo-Bind "pitch" heckler Ed Weldon



Elsie Freivogel handles

Intent audience at session



BUILDING A SMALL COLLEGE ARCHIVES. (John Clayton). A college archives serves the institution by keeping its records, documents education, stimulates research, and ties students and faculty to the college. The archives should be established in a fireproof space with controlled access and storage. Shelving, boxes, folders, tissue, and stationery enable the staff of the archivist, secretary, and student assistants to get started.

Mr. Clayton pointed out the need for the archivist to know how long to keep records, as a small college is not likely to have a records management officer. Federal and state record retention requirements are published by the government and provide useful guidelines. Records come from offices, alumni, and faculty and can be acquired through persuasion, trustee action, gifts, and routine housekeeping. A college's vital records are the registrar's master student files, payroll, property, personnel, library, research, and other financial records, and minutes.

Once acquired records are organized and the archivist can begin his all-important function of service.

PROBLEMS OF MAJOR MANUSCRIPT REPOSITORIES. (P. William Filby). Discussion began on the topic of access. Mr. Filby reported that MHS, like several other historical societies, has recently established a policy of charging all non-members wishing to do research. MHS does not allow students below the college level or genealogists to use the collection nor does it provide photocopies of its materials to researchers on a permanent basis because it feels that its property should not be readily available elsewhere. Public institutions, on the other hand, generally do not impose these restrictions.

The problem of providing security arose. Everyone agreed that no stamp was foolproof unless it was placed directly over the text of a document; no one was willing to stamp in such a manner. In order to prevent thefts MHS extracts monetarily valuable pieces from collections, replacing them with photocopies and allowing researchers who need to consult the originals to do so only under close supervision. The volume of material given to a researcher at one time is limited and based partly on familiarity with the researcher. New researchers are instructed in proper use of archival materials.

MICROFILMING. (John Boles, Richard Cox). Microfilm publications are valuable as a means of making manuscript collections widely available to researchers at low cost. Mr. Boles emphasized the uniqueness of the filming problems posed by each individual collection. Some collections require extensive reorganization prior to microfilming; others are ready for the camera with little additional work. Mr. Cox spoke of the problems he encountered while supervising the microfilm publication of the Calvert Family Papers. Technical matters were also considered including procedures for filming re-takes and the value of numbering individual frames.

CONSERVATION AND PHYSICAL SECURITY. (John Krill). Mr. Krill began by tracing the history of the development of paper from its Chinese origins and then considered laid paper (including laid lines, chain lines, and watermarks), the use of size and other paper coatings, the invention of wove paper, and the implications for preservation of the use of wood fiber in papers.

Krill suggested several ways to retard paper deterioration: use ultraviolet filters on windows and fluorescent lights; maintain a temperature of 70 and a relative humidity of 55%; fumigate for mold and insects; and install anti-pollution air filters. Proper conservation methods for paper include the use of permalife folders, solander boxes, and matting with 100% rag board. To humidify especially valuable documents moisten a Q-tip in de-ionized water and roll out most of the water on a blotter. Gently and cautiously apply the Q-tip to the paper. Work slowly, wetting Q-tip as necessary. When flat dry under weight.

STANDARDIZATION OF STATISTICS. (Frank Evans). Because of the need for hard facts in evaluating, comparing, measuring, and defining an archives program, it is desirable to have statistical information but it is difficult to establish effective measures and counts which do not become in themselves a system more important than the functions recorded.

Linear and cubic feet and item counts are used by various institutions to describe actual holdings. At the National Archives the usage is: a document is considered 1 1/2 pages; 2500 documents equal a cubic foot; and one cubic foot of textual records equals one linear foot. Cubic feet is a useful measurement for unprocessed documents.

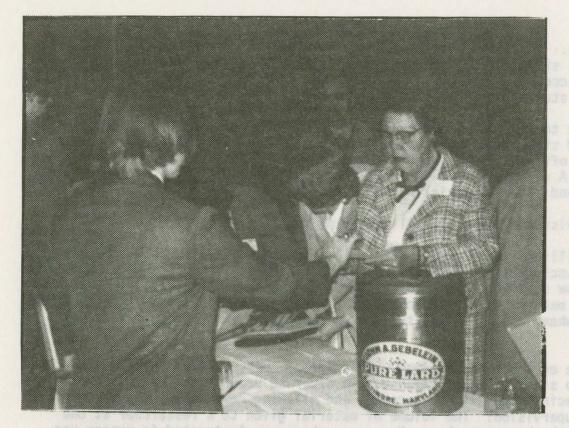
Describing service and staff productivity is generally confusing. There is a need to develop forms for record keeping and counting so that counts can be made by those not directly involved.

CATALOGING FOR BEGINNERS. (Waverly Winfree, Vesta Lee Gordon). Ms. Gordon suggested three reference aids: ANGLO-AMERICAN CATALOGING RULES, Warner and Gordon's MODERN MANUSCRIPT LIBRARIES (Scarecrow Press), and Kane's A GUIDE TO MODERN MANUSCRIPT COLLECTIONS (AASLH).

At the University of Virginia the main entry lists the name of the collection, the type of material, inclusive dates, the number of items or volume of space occupied, and a general description including such information as subject, home, activities, time of service, political or historical associations. Subject headings and added entries—e.g., family names, place names, geographic locations, and decade headings—facilitate use of the collection. While LC or Sears headings can be helpful in establishing a system, each system must be tailored to the needs of each institution. The number of finding aids required depends on the importance of the collection. Ms. Gordon finally suggested that because donor information can be an aid to collecting, a clear record of provenance (donor, source of collection, cost) should be kept.

Mr. Winfree reported that VHS has many types of collections with the number of each type (e.g., personal and family papers, business records, bound volumes, genealogy, theses, newspaper clippings, governmental records) being incorporated into the catalog number. A shelf list record is kept on the back of the entry card. Because names are important for most researchers, Winfree suggested keeping an authority file listing the sources of information on the entry cards about the persons represented in the collection.

Cataloging is very subjective; the goal always is to describe the collection adequately.

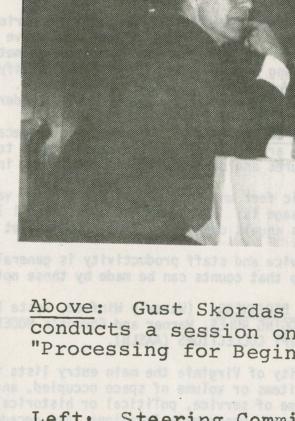


The University of Virginia's lard can humidifier received much attention from the participants in their session on "Restoration and Conservation of Paper"

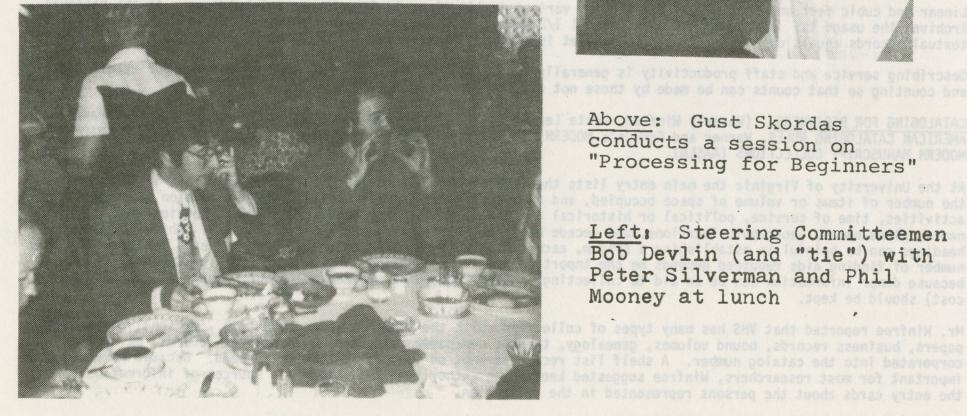
Baltimore, Candidly



Julie Marsteller & Don Harrison of the mid-atlantic archivist



conducts a session on "Processing for Beginners"



Left: Steering Committeemen Bob Devlin (and "tie") with Peter Silverman and Phil Mooney at lunch

PROBLEMS OF SMALL HISTORICAL SOCIETIES. (Craig Newton). Major problem: Funding. Acquisitions: Collect materials within immediate scope of institution's mandate and which local agency is in unique position to obtain, but acquisition always preferable for valuable records when destruction is otherwise imminent. Staff insufficient for (1) proper processing, and/or (2) keeping open enough? Then: (1) Acquire, but place on deposit with larger agency; (2) Produce combined list of holdings of affiliated smaller agencies and one with largest staff and longest reference hours keeps accessions register and has access to holdings of other institutions when they are closed.

CRITERIA FOR ACCESS TO MANUSCRIPT COLLECTIONS. (Richard Sommers). Access to premises least desirable restriction: can be challenged on discrimination grounds. Have formal written access rules to counter such accusations. User's fees or restrictions on services acceptable, but undesirable. Judging candidates on "merits" unfeasible--résearch can't be prejudged; improper use of material responsibility of researcher, not institution. Letters of recommendation no longer considered dependable. Donor and curator restrictions: Although research is inhibited by restricted papers, donor placement depends somewhat on assurances of security of sensitive material. Also, what is extent of curator responsibility to point out sensitive material to donor. Institutional restrictions: Should access be allowed as soon as documents are received or after complete processing?--Allow use after quick survey to determine sensitive material or delicate condition.

FINDING THE SOURCES OF WOMEN'S HISTORY. (Elsie Freivogel, Anne Firor Scott). Dr. Scott, at present visiting professor at the Institute of Southern History, Johns Hopkins University and a member of the faculty of Duke University, said that her interest in women's history arose while she was writing her dissertation in southern history. Though the primary material at hand was rich in comment on the daily lives of 19th century women, no reference to this had been made by the several distinguished male historians who had published from the collections. The exclusion of the experience of half the population, she said, not only denied that experience, but distorted the national experience. Women's history, she made clear, was not only the history of public women, but the full range of life experiences, attitudes and activities of women who maintained the domestic front, socialized children and transmitted to them largely male values. Areas of great research interest at present include the development of the professions as evidenced by the careers of women in them, the history of the exclusion of women from the fields of law and medicine, occurring in the 19th century, the history of the alienation of women's groups from post-Civil War reconstruction activities, the role of women in family-owned businesses of the late 18th and 19th centuries, women in the trades union and consumer movements, as well as demographic studies contrasting the political and economic activities of male and female populations. In addition to correspondence and diaries, record types which are of increasing use in women's history include wills, family contracts, indentures for land and property, powers of attorney, church rolls; hospital records, census rolls, business records showing payrolls, employment records and family information for male and female. employees, and photographs of women in family or public situations.

PROCESSING FOR BEGINNERS. (Gust Skordas). Transfer: member of staff accompanies records to archives to assure arrival in good condition. Inspection: fumigate if necessary, clean with vacuum cleaner, non-oily impregnated dust-cloths, gummed wallpaper cleaner. Sorting: make rough lists, look for series, put identifying slips in volumes with no outside title. Preliminary listing: title, dates, quantity, index, if any. List needed repairs. Accessioning: consecutive number to each volume, or to papers by group. Be consistent but flexible. Shelf list: order of shelf-arrangement. One copy for shelf, one for reference staff.

DO-IT-YOURSELF RESTORATION AND CONSERVATION OF PAPER. (Greg Johnson, Mike Plunkett). Mostly, demonstration of inexpensive technique (outlined in April 1973 Mid-Atlantic Archivist) for flattening folded or rolled documents without damaging them. It worked. Note: remove metal fasteners from documents before humidifying. Other hints: Cleaning--commerical gummed wallpaper cleaner; minor repairs--Japanese rice paper and wheat paste, Dennison gummed paper. TALAS catalog from Technical Library Service, New York City, lists item useful for minor repairs. Storage note: Fill document cases enough to prevent papers from sliding down and developing curls or creases.

BUILDING AN ETHNIC COLLECTION. (Phil Mooney). Background: Define practical area to approach and develop. Make pilot study in community. Gain confidence of community. Demonstrate usefulness of existing holdings to elicit desired additions. Use student aid from group collection concerns. Types of records: Correspondence, diaries, keepsakes (ask to borrow and photocopy). Legal documents—agree to return those not kept. Provide for binding deed of gifts. Explain that institution is investing in preservation of desired records. Offer help in arranging records of organizations dealt with. Accept endowment for any records received, with such funds acquire related papers. Seek archives of: insurance companies, marketing groups, funeral associations, recreational groups, community churches, labor unions, foreign language newspapers, fraternal and political organizations, settlement houses. Discover leaders who may have hoarded scarce collections. Develop resource persons with special knowledge of community or specific collections to aid in cataloging, indexing.

BICENTENNIAL OF THE AMERICAN REVOLUTION. (Pat Williams). Function of Bicentennial Commission: define relationship of local to national plans. Commission being revamped by President as small, highly centralized agency of Executive Branch aided by advisory committee from wide area. The main topic of the meeting—the National Historic Records Commission bill—is discussed in detail elsewhere in this issue.

MOTION PICTURE ARCHIVES. (Sam Surratt). Preservation: Cellulose nitrate film should be stored at moderate temperature, with holes punched in can to allow gases to escape; rewind at least yearly. Conversion to acetate expensive and done only by a few houses. Videotaping nitrate inexpensive but durability is unknown. Details on film archives and preservation in article by Lawrence Karr, Associate Archivist, American Film Institute, John F. Kennedy Center for the Performing Arts, Washington, D. C. 20566. Finding aids: CBS computerizing but currently uses cards giving details on production, content, personnel, technical information, extensive subject, name, etc., cross indexing.

LEGAL PROBLEMS OF THE PROFESSION. (William Fraley). Definitions of literary property rights are vague. Ms. rights belong to the originator, are inheritable. Questions of microfilm rights unsettled. Publication of libelous documents actionable against author, publisher, probably less so against institution providing documents for publication. Solution to problem: Literary property law to dispel confusion.



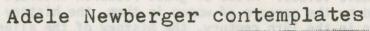
Treasurer Nancy Zembala tells all



Ed Weldon, Adele Lerner, and Sam Surratt



Nancy Malan and Joan Warnow relax with Hollinger Corp. coffee

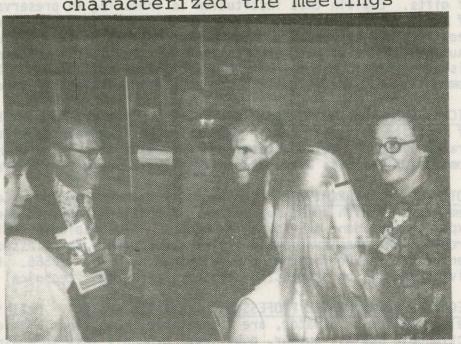




Lively informal discussion characterized the meetings



Frank Evans "grills" a session moderator



Baltimore Candidly

business as usual...

BUSINESS MEETINGS AT BALTIMORE. (Nancy Balz, University of Maryland)

The business meeting of Mid-Atlantic Archives Conference Spring Session 1973 was called to order at 8:21 p.m., Friday, May 4, 1973, by Chairperson, Peter Silverman in the Roman Holiday Room of the Holiday Inn, Baltimore.

The first order of business was consideration and adoption of the By-Laws as published in Volume 2, Number 2 of the MARAC newsletter. Mary Boccaccio, Chairperson of the By-Laws Committee, reported on the work of her committee. It was moved by Frank Evans and seconded that the By-Laws as published, with the exclusion of the options in the draft, be adopted. The resolution was carried with some dissent.

The second item of business was the treasurer's report. Since the treasurer was not present, an overall summary of solvency was expressed by Chairperson Silverman.

The location of the fall meeting was discussed next. It was moved by Elsie Freivogel and seconded that the membership direct the Steering Committee to locate the fall meeting in the northern area of the Mid-Atlantic region and that the site chosen be on lines of all transportation systems. The resolution was carried by a unanimous voice vote. While on the subject of meetings, Frank Evans suggested that a two-year planning cycle should be adopted; and Don Harrison suggested the spring 1974 meeting be held in Virginia. These suggestions were referred to the Steering Committee for further discussion.

The "Seed Money" received from the Society of American Archivists was the fourth item of business. On the recommendation of the Steering Committee it was moved and seconded that the \$100 be returned to SAA with the proviso that it be used for support of an executive directorship of the Society. This motion was carried by a unanimous voice vote.

The Chair announced that regional luncheons are planned at the SAA fall meeting in St. Louis, Missouri. Discussion of the possibility of reimbursement of travel expenses for Steering Committee members whose institutions cannot afford to aid the members, and/or members living at the far extremes of the region was heated. The following suggestions were made: expense of such an undertaking is unknown; each member might be reimbursed with a certain percentage of his expenses; a charge might be instituted for non-member subscriptions to the newsletter, and the receipts used to establish a special fund for this purpose. An abbreviated treasurer's report was called for at this time. Treasurer Nancy Zembala stated that prior to registration of this conference, MARAC's treasury held \$851.00 including receipts from the fall conference, and the membership roll is 262 persons. It was moved by Evert Volkersz and seconded that the Steering Committee be authorized to reimburse individual members of the Steering Committee and Program Committee for travel to and from meetings when necessary but an upper limit of \$150.00 be spent for such purposes; and, that the authorization be studied, analyzed, reported to the membership, and the funding be reconsidered at the spring conference business meeting one year from now. After some discussion, the resolution was rejected with a show of hands: 18 for and ca. 30 against.

The Chair expressed thanks on behalf of the membership to the newsletter editorial personnel.

Nominations for the Nominating Committee were opened. Elsie Freivogel, Bob Devlin, 'Ned Berkeley, Adele Newburger, and Shonnie Finnegan were nominated. Don Harrison withdrew his nomination. Elections were declared open through Saturday's business meeting with a ballot box at the registration desk. A motion to immediately hold a vote on the Nominating Committee was ruled out-of-order as it excluded those who would be attending the conference on Saturday only.

A report on the regionals' relationships with SAA was given by Bob Devlin who represented MARAC at the SAA Symposium on Regionals in Chicago, April 12, 1973. The session emphasized cooperation and good will as the keys to the relationship. All groups agreed there should be professional regional groups as well as a national group and that the program and cooperation in the area of collections needs further investigation and development. Mary Boccaccio, who attended at her own expense, agreed with Bob and described the session as one of clearing the air.

Elsie Freivogel, member of MARAC and member of the SAA Council, brought a message on behalf of SAA, reviewing the work of SAA, and SAA's "Report of the 70's." She urged MARAC members to consider joining SAA.

A motion was introduced and seconded to adjourn the meeting until Saturday, May 5, 1973, at 1:00 p.m. It was adopted and the meeting was adjourned at 9:43. The adjourned business meeting was reconvened at 1:00 p.m., Saturday, May 5, 1973 by Chairperson Silverman.

General announcements concerning reporting of conference sessions and hotel check-out were made. A voice vote was held to elect the five members nominated for the Nominating Committee since only six ballots had been cast in the official box-balloting.

Martha Slotten presented the following resolution on behalf of the Bicentennial Commission workshop: "Be it resolved that MARAC endorse the enactment of S.B. 1293 known as the National Historic Records Commission bill, introduced recently by Senator Edward Brooke; that a mailing be sent out immediately to the membership which includes a copy of the bill, the fact of our endorsement, a summary of its implications and current backing, as well as concrete suggestions for lobbying by members." (see story on page 13)

The Hunt Institute for Botanical Documentation at Pittsburgh's Carnegie-Mellon University is a research facility for the study of the history of plant sciences. Established in 1961 as the Hunt Botanical Library, its archives consist of a biographical section providing citations to published and unpublished accounts of



botanists, horticulturists, and botanical artists, an iconographical section holding the likenesses of more than 11,000 men and women; and a manuscript collection containing the letters of 18th and 19th century botanists and naturalists.

These letters were selected both as sources of biographical, bibliographical, and scientific information and as specimens of handwriting for modern botanists to compare with that on old herbarium sheets. There are also approximately 175 collections of personal and professional papers of 18th, 19th, and 20th century plant scientists of various nationalities.

Archivist Abby Levine reports that the collection is of greatest use to those interested in botanical biography and bibliography, the history of the science, and handwriting identification. Topics for investigation include travel and exploration, education and medicine in 19th century America, U.S. government-sponsored expeditions, the sociology of science, and the diffusion of knowledge.

In addition, the Institute has a library composed primarily of works published between 1550 and 1850 and a collection of botanical prints and paintings. It is engaged in bibliographic research on botanical and horticultural works published between 1730 and 1840 and in publishing a facsimile and a monograph series and maintains a bindery for the conservation and restoration of books and manuscripts. Recently its collection of Linnaeana, consisting of all the books and papers written and published by the Swedish naturalist and physician Carl Linnaeus, was opened to researchers; it is the largest known assemblage of books and materials concerning him.

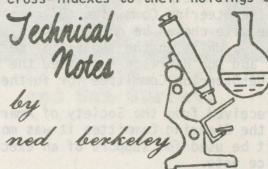
The Tamiment Library at New York University is a center for the study of leftist movements and groups. The collection began in 1907 at the Rand School for the Social Sciences. It was a part of the Tamiment Institute from 1956 to 1961 when NYU took it over.

Librarian Dorothy Swanson reports that the collection consists of manuscripts, pamphlets, and vertical files relating to Communism, Socialism, the labor movement, anarchism, and other leftist and utopian programs. There are 30,000 volumes of books and periodicals, 50 file cabinets of printed ephemera, and 75 manuscript collections.

Ms. Swanson--who is assisted by two library clerks-is continuing to acquire material relating both to
old and new left groups and has recently added
the early internal files of Students for a Democratic Society. Most of the Library's patrons
are graduate students and scholars working on
bcoks and articles. In addition, some NYU undergraduates and members of those groups whose records
are a part of the collection pursue research at
the Tamimert Library.

Two important projects are being planned: a microfilm edition of the pamphlets and, next spring, a guide to the manuscript collections. In the meantime, however, many of Ms. Swanson's energies are going into preparing to move to the new Library building at Washington Square in August.

The Catalog of American Portraits, a reference facility at the National Portrait Gallery of the Smithsonian Institution, has adopted Computer-Output-Microfiche (COM fiche) as part of its automated data processing scheme. They used this method to produce file listings and cross-indexes to their holdings directly from computer



tapes without paper printouts. They believe this is the first application of this technology to a museum or the humanities. They are saving approximately 60% on output costs, and gain a 600:1 weight reduction compared to paper

printouts! Each cataloguer has a reader on his desk and a complete set of files and indexes on fiche. They believe there is great potential for COM fiche in archival situations where a) inventories or indexes are maintained by computer, and b) where more than four copies are needed, or c) where there is considerable budget pressure that could be relieved by reducing output expenses, or d) when frequent updates of inventories or indexes are desirable. Mr. Wilford P. Cole, Keeper of the Catalog of American Portraits, kindly supplied this information and would be glad to provide information to any MARAC member who will contact him c/o The National Portrait Gallery, Smithsonian Institution, F Street at Eighth, N.W., Washington, D. C. 20560.

Recently I was sent some of the aluminum paper clips which I mentioned in a recent column. These clips had incrustations on them which were thought to be aluminum oxidation or "rust". I had these checked out by a research lab and was told they were apparently glue. I also learned that aluminum does not rust as does iron. When the oxidation is removed from aluminum, it forms again extremely quickly. Once the metal is covered by the extremely thin layer of oxidation, the process ceases. Oxidation of iron is different in that the oxidation is powdery and porous allowing the air and moisture to reach the metal undermeath to continue the process. It is because aluminum oxidation is so quick, thin, "tight", and practically invisible, and because it ceases its reaction, that aluminum paper clips are so useful in archives. If you find some "funny blobs" on your aluminum paper clips, you may be sure they are not "rust"! Incidentally, please do not send me other clips for testing as I had to impose on the kindness of someone to have these tests made, and I cannot do it again.

An old NARS custom was revived in a conference room of the National Archives Building on May 3.

Forty-two members of the NARS staff gathered at the open invitation of Appraisal Division Director Meyer H. Fishbein to hear three members of his staff, as he put it, "defend their theses" on appraisal reports which they had completed.

Fishbein noted that the seminar-type meeting at which appraisers present and explain their reports in a give-and-take session with their peers from other divisions had been used most recently in the early 1960's.

....continued on page 12

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COOPERATION VS. COMPETITION IN MS. COLLECTING. (Ned Berkeley, Doug Tanner). Each institution should define its areas of collection. Proposed: MARAC institutions cooperate by each preparing formal statements of collection interest enabling members to lead potential donors to appropriate agencies. Problem: difficult for many to define collecting areas--many regional collections are "all-encompassing". Dialog to continue at meetings and between.

HANDLING NON-MANUSCRIPT ITEMS (PRINTED). (Volkersz). Examples: pamphlets (playbills, little magazines, booksellers catalogs); flat items (postcards, maps, advertising cards). Physical arrangement: by form, subject matter, according to a recognized bibliography, or fixed Dewey or LC classification. Description: less for detail than as function of use within collection--brief titles, subject descriptions or chronology adequate. Arrange items for ease of retrieval rather than cataloging order. Sources: Miller, The Vertical File and Its Satellites; Riddle, Non-Book Material: Integration of Library Collections; and Volkersz article in fall 1969, Library Resources and Technical Services.

COLLEGE AND UNIVERSITY ARCHIVES. (Dorothy Reeder). Informal discussion: Place of archives within administration (library vs. President's office); physical location (library favored); retention (how long and why keep what?)

PREPARATION AND PUBLICATION OF GUIDES TO MS. COLLECTIONS. (Arthur J. Breton). Discussion of reasons for doing a guide, methods, criteria, indexing, standardization of terms. publishers, making guide most useful to researcher, use of card catalog and whether finding aids for manuscripts and archives need different forms.

COMPUTER APPLICATIONS AND TOUR OF BRISC. (Smith and Newberger). See April 1973 Mid-Atlantic Archivist for account of BRISC.

SPECIAL COLLECTIONS. (Stanton Biddle). Topics of interest included how to diplomatically turn down a collection and microfilming.

Paul Perkus, City University of New York

....continued from page 9

Frank Evans reported that S.B. 1293 seeks to establish and fund an office within the National Archives and Records Service to work on the state level with both public and private groups for the preservation of the written records of the nation's history, and other archival activities concerned with the Bicentennial. Elsie Freivogel spoke in support of such a resolution. The resolution carried with a unanimous voice vote.

Frank Evans moved the fall conference registration fee of \$2.00 and the annual membership dues of \$3.00 be combined into a flat sum of \$5.00 in order to eliminate paper work. The motion was seconded and passed.

After other general announcements concerning the conference sessions, a motion was introduced and seconded to adjourn the meeting until the fall conference on an as yet unspecified date. The motion passed and the meeting was adjourned at 1:35 p.m.

Jester is the symbol of the keeper of stories and the teller of tales.

We think we have settled on it for our symbol.

THE JOB FILE: ARCHIVES TECHNICIAN SOUGHT

Under the direction and supervision of the Chief of the Archives Branch, the person we seek will become deeply involved in appraisal, accessioning, arrangement, description, and reference activities involving U. S. Government records created by field offices of Federal agencies. Archival training and experience desired, with a B.A. (history) expected as an academic minimum. A flair for exhibits will prove useful. Branch holdings presently consist of nearly 18,000 cubic feet of records. We also have nearly 10,000 rolls of NARS microfilm (e.g., Papers of the Continental Congresses, Indian Affairs, State Department) which we make available on interinstitutional loan. Interested applicants should submit Standard Form 171, Personal Qualifications Statement. Probable starting salary: \$7,694. (GS-5). Call or write: Robert J. Devlin, Federal Archives and Records Center, 5000 Wissahickon Avenue, Philadelphia, Pa. 19144 (telephone: 215-438-5200, ext.588).

scribe the joys of belonging to MARAC.

Be sure to reserve October

12 and 13 for Philadelphia,
and be sure to check in the
next issue for details of
the meeting.

The Bucks County Historical Society in Doylestown, Pennsylvania, has selected Chappell and Crothers, a Philadelphia architectural firm, to develop the Society's new expansion program. Included will be improvements to the Mercer Museum and Library, new administrative offices and curatorial facilities, new educational and orientation areas, a new entrance to the Museum and Library, and new parking facilities. The expansion, which will total approximately \$400,000 is made possible through the generosity of two Bucks County families and a \$20,000 grant from the Grundy Foundation. Construction is scheduled to begin by the spring of 1974.

The College and University Archives Committee of the Society of American Archivists is working on two important projects. One is a select bibliography of the best books and articles in the field. The other is a manual of representative standardized forms used in various archives of educational institutions in the United States and Canada. Both projects are expected to be completed this fall.

Puerto Rico Anyone?

jon heddesheimer



Puerto Rico is a fascinating land of contrasts and archives are no exception to this rule. Despite limited financial resources necessitating piecemeal appropriations, a thoroughly modern and expensive archives building is nearing completion in San Juan. A part of the Institute of Puerto Rican Culture, the archives are in the historic Bacardi Building which has been gutted and tastefully restored. Researchers will inhale history while seated at comfortable tables in a large hall with vaulted ceilings, wood paneling, chandeliers and reference works lining the walls. Furnishings are new and tastefully coordinated in contrast to the motley assortment of hand-me-downs one associates with most archives. Stack shelving is mounted on rails for maximum compaction of materials, fire protection is afforded by the most modern devices, and central air conditioning cools the entire building with ... power to spare. Expanded opportunities in archives administration have prompted the University of Puerto Rico to offer graduate courses in the field, and there appears to be no shortage of jobs for trained professionals. The people are warm, friendly, and famous for extravagent hospitality. No one on the island pays federal income tax.

Before abandoning your present position, however, there are other factors to consider. Fluency in Spanish is a must. Also, despite intense public interest in preserving the island's culture, the standard of living is low, funds are limited and all salaries suffer accordingly. Public employees receive 50 to 100% less than their mainland counterparts while the cost of living is comparable to New York City's. In addition, basic services we take for granted often fail to function or at best work only intermittently. Completing a phone call, for instance, is often next to impossible. Finally, politics pervade every aspect of the culture and archives can and have been battlegrounds between vying political parties with custody of prized records being awarded to the faction in power. Yet many consider such drawbacks part of the local charm and the island is filled with people who came only for a vacation and remained a lifetime. You too as a tourist and as an archivist might find the island as interesting as I did during a recent visit.

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One of the speakers to defend a thesis was MARAC's own Maygene F. Daniels, who made a special study of District of Columbia building permits, 1877-1950.

The study stemmed from a meeting of members of the staffs of the Appraisal Division and the Commission of Fine Arts at which representatives of the latter body expressed anxiety at the possibility of the D.C. building permits being destroyed. They have been used extensively in the past as sources for architectural and historical research.

Ms. Daniels' researches showed that, in addition to the 187 cubic feet of permits for the years 1877-1915 at the Washington National Records Center, the District has 20 cubic feet of negative microfilm recording building permits from 1915-1950, the originals of which have been destroyed. Besides, the District has 10 cubic feet of "square cards" (each "square" encompassing one city block), which provide the

necessary index to the building permits from 1877 to 1950. The microfilm and the cards are in the basement of the Potomac Building in the District.

The study recommends that all three types of records be transferred to the National Archives because of their usefulness as historical sources.

"The permits cover areas of Washington where historic preservation is a lively interest, such as Capitol Hill and Georgetown, and are particularly useful to homeowners in those areas and to others interested in the history of neighborhoods," Ms. Daniels contended. "The permits also provide valuable sociological evidence for historians relating to the construction, affluence, and appearance of neighborhoods which have been changed beyond recognition or completely razed. Additionally, the permits document the creation and expansion of business enterprises."

It was pointed out that persons attempting a "house genealogy" in the District of Columbia have found the permits invaluable.

Questions and comments from those attending followed each presentation.

Though there is no "Freebies and Cheapies" column in this issue, we couldn't pass up one item passed on to us by Mary Boccaccio of the University of Maryland. It concerns the "New-Used Company", which has a showroom at 45 Seymour Street, Stratford, Connecticut, 06497. It seems they deal in used microfilm hardware, at substantial savings over the original retail-new price. For example: A Kodak RV-8 Plenetary Camera, 16 mm, automatic exposure, 27x reduction, new price \$970, their price \$600; a DASA Mark II Micro-fiche reader-printer, 29.5 lens, (advertised at mint condition) new price \$1300, their price \$500; and an ATLANTIC Gypsy Portable Suitcase Fiche Reader (also mint condition) new price \$79, their price \$25. If you call, the phone number is (203) 377-0479.

As reported in the last issue, the Society of American Archivists Committee on the Status of Women in the Archival Profession, chaired by Dr. Mabel Deutrich, Director of the Military Archives Division of the National Archives, has

Women in Archives

by

Julie Marsteller

issued a questionnaire seeking information on the career patterns of both men and women in the profession. The questionnaire is being sent to all members of SAA. In addition, to insure the widest possible range of information, the Committee would like returns from archivists

and others with records or personal papers in their care who, are not members of SAA. Respondents need not supply their names. All information will be treated confidentially and results will be reported in the aggregate. Copies can be obtained from:

Dr. Mabel Deutrich Military Archives Division NARS Washington, D. C. 20408

For the spring 1972 meeting of the Organization of American Historians, a volunteer group of archivists and historians compiled a 26-page typescript guide to archival sources in women's history. A proposal to upgrade and complete the guide has been submitted to the National Endowment for the Humanities by the American Historical Association. The guide will represent the first comprehensive inventory of resources in women's history, and its significance lies not only in its subject matter, but in its creation by a working group of archivists and historians brought together by a common interest.

National Historic Records Act

marac's position

On March 19, Senator Edward Brooke (R-Mass.) introduced Senate Bill 1293, calling for establishment of a National Historic Records Program. The bill, conceived in 1971 by the Archivists of Maine, Oregon, and South Carolina, would create an independent Commission comprised of representatives from both private and public documentary sectors and the scholarly professions, chaired by the Archivist of the United States, charged with developing and administering a long-term granting program designed to preserve and make available the nation's documentary sources. States which receive aid from the Commission must produce a comprehensive state-wide preservation plan approved by the Commission and administered either by the state archival agency, or a commission established by the state's chief executive.

The bill introduced by Brooke was the third draft, altered at the suggestion of representatives of the American Society for Legal History, OAH, AHA and the Bicentennial Commission, all of which have endorsed it. Revisions in it have been primarily designed to insure representation of private agencies in the advisory commissions, and to allow the use of granting monies for equipment and renovation. The bill has been referred to the Government Operations Committee, chaired by Senator Sam Ervin (D-N.C.).

MARAC endorsed S.1293 at its Baltimore meeting. A copy of Chairman Peter Silverman's letter to Senator Ervin, as well as the text of the bill, appear below. Because S.1293 is an important measure, representing the first step toward a nation-wide documentary preservation program, it needs support. Please write Senator Ervin, Chairman, Senator Jacob Javits of New York or Senator William V. Roth, Jr., of Delaware, members of the Committee, urging them to report the bill favorably.

The Honorable Samuel Ervin
United States Senate
Washington, D. C.

ing, accessioning, arranging, describing, processing, repairing, rehabilitating arbibiting accessing and arranging or describe decreases are reacting or making accessible decreases are reacting or making accessible decreases are reacting or

"I would like to inform you of an endorsement of the National Historic Records Act (S.1293) by the membership of the Mid-Atlantic Regional Archives Conference (MARAC). a 270-member professional organization of archivists, and manuscript curators at libraries from the states of New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, and West Virginia, and the Vistrict of Columbia. The endorsement was voted unanimously at MARAC's semi-annual business meeting in Baltimore on May 5, 1973.

"The membership of MARAC fully supports the sentiments of Senator Edward W. Brooke, who, in introducting S.1293 stated that we must "insure future generations a genuine opportunity to appreciate and enjoy the rich heritage of our nation." The preparations for our country's Bicentennial are stimulating interest in historical study on all levels, popular as well as academic, and are producing a great demand on the part of researchers, scholars, and journalists for source material. Archivists, as custodians of the nation's documentary resources know better than most of the difficulty in providing access to the large and rapidly increasing quantities of records and papers already deposited in their archives. In addition, unknown quantities of documents which are squirreled away in attics, basements, old file cabinets, and trunks are threatened with destruction through lack of proper care. We believe that a federally funded and coordinated program can provide archivists with the means to serve the growing needs of research by helping them preserve and provide access to the nation's documentary heritage; we also believe that Senate Bill 1293 incorporates the philosophy and machinery necessary for such a program.

"The membership of MARAC wishes to state its belief that the National Historic Records Act, if passed into law, would give archivists and historians the means to serve the purpose of the Bicentennial celebration, which is in part, and again to quote Senator Brooke, to "enable the 'Spirit of 76' to be passed on to our progeny." We urge the earliest possible enactment of this bill.

"Sincerely,

Peter Silverman Steering Committee Chairman - MARAC**

cc: Senator Edward W. Brooke

Section 102. "In carrying out the purposes of this Act, the Countssion is auth E021 .. S

"A bill to create a National Historic Records Commission, to establish a program for preserving and making accessible documentary resources throughout the Nation, and for other purposes.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "National Historic Records Act".

STATEMENT OF FINDINGS AND PURPOSE

"Sec. 2 The Congress finds that--(a) the spirit and direction of the Nation are founded upon and reflected in its historic past; (b) the historical and cultural foundations of the Nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people; (c) the present governmental and nongovernmental documentary preservation programs and activities are inadequate to insure future generations a genuine opportunity to appreciate and enjoy the rich heritage of our Nation; and (d) although the major burdens of documentary preservation have been borne and major efforts initiated by private agencies and institutions, and both should continue to play a vital role, it is nevertheless necessary and appropriate for the Federal Government to accelerate its documentary preservation programs and activities, (1) to give maximum encouragement to agencies and institutions undertaking preservation by private means, (2) to encourage, in cooperation with appropriate public and private agencies and institutions, training and instruction in the field of documentary preservation, and (3) to assist State and local governments to expand and accelerate their documentary preservation programs and activities.

TITLE I

Section 101. (a) "There is hereby established in the executive branch of the Government a National Historic Records Commission (hereinafter referred to as the "Commission") to develop and promote a broadly conceived national program for preserving and making accessible documentary resources throughout the Nation. (b) As used in this Act--(1) The term "State" includes, in addition to the several States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, and American Samoa. (2) The term "project" means programs of State and local governments and private organizations to assure the preservation and accessibility for public benefit of any such documentary resources. (3) The term "documentary" refers to unpublished record material regardless of physical form or characteristic. It includes, but is not limited to, historical manuscripts, personal papers, official records, maps, and audiovisual materials. (4) The term "preservation" includes, but is not limited to, acquiring, accessioning, arranging, describing, processing, repairing, rehabilitating, exhibiting, publishing, and/or other means of protecting or making accessible documentary resources in order to reserve their present or future use. (c) The Commission shall consist of the Archivist of the United States (or an alternate designated by him), who shall serve as Chairman of the Commission; the Librarian of Congress (or an alternate designated by him); two members of the United States Senate to be appointed, for terms of four years, by the President of the Senate; two Members of the House of Representatives to be appointed, for terms of two years, by the Speaker of the House of Representatives; one member each as a representative of the American Historical Association, American Association for State and Local History, Organization of American Historians, Society of American Archivists, and American Society of Legal History, to be appointed by their respective governing boards for terms of four years; five members from outside the Federal Government, three of whom shall be selected from among the State archivists of the several States, to be appointed by the President for terms of four years; and five members in public or private life selected on the basis of distinguished service and scholarship, to be appointed by the other members of the Commission for terms of four years. (d) Those members appointed by the Commission shall take no part in other membership appointments made by the Commission. (e) Any person appointed to fill a vacancy in the membership of the Commission shall serve for the remainder of the term for which his predecessor was appointed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made. (f) An appointment to the Commission may be renewed in the same manner in which the appointment was made. (g) The Commission shall meet at the call of the Chairman, but not less than twice during each calendar year. Ten members of the Commission shall constitute a quorum. (h) Members of the Commission not otherwise employed by the Federal Government shall receive as compensation \$100 per day when engaged in the performance of the duties of the Commission, including traveltime. While performing the duties of the Commission away from his home or regular place of business, each member of the Commission may be allowed travel expenses, including per diem in lieu of subsistence, as authorized by section 5702 of title 5, United States Code. (i) The Commission may appoint, without reference to the civil service and classification laws, an executive director and such professional and clerical staff as the Commission may determine necessary to carry out its duties, and to appoint and fix the compensation of such personnel. However, in no event shall an individual so appointed be compensated at a rate higher than that authorized for GS-15, step 10 by section 5332 of title 5, United States Code. (j) Administrative services shall be provided by the General Services Administration on a reimbursable basis. To the extent of available appropriations, the Commission may obtain, in order to carry out its duties, by purchase, contract, or otherwise, such additional property, facilities, and services which may not feasibly be obtained from the General Services Administration. (k) The Commission shall submit an annual report to the President and the Congress on or before the 15th day of January of each year.

Section 102. "In carrying out the purposes of this Act, the Commission is authorized—
(a) to undertake or support such projects of national or regional significance as it deems necessary for the preservation of documentary resources; (b) to expend such appropriated funds as may be necessary to implement the other subsections of this section; (c) to grant funds to States on a direct, nonmatching basis in accordance with criteria established by it to strengthen public and private documentary preservation programs; (d) to establish a program of

matching grants-in-aid to States for projects having as their purpose the preservation for public benefit of significant documentary resources; (c) to establish special advisory committees to consult with and make recommendations to it, from among the leading historians, political scientists, archivists, librarians, and other specialists of the Nation; members of such committees shall be reimbursed for transportation and other expenses on the same basis as members of the Commission; (f) to addopt and use a seal which be judicially noticed; (g) to contract for, accept, receive, hold, and administer any gifts or grants or property of financial or other aid in any form from any source, and comply subject to the provisions of this Act, with the terms and conditions thereof; and (h) to adopt, amend, and repeal rules and regulations governing the manner in which its business may be conducted and the powers vested in it may be exercised.

Section 103. (a) "No grant may be made by the National Historic Records Commission for or on account of any project under this Act with respect to which financial assistance has been given or promised under any other Federal program or activity, and no financial assistance may be given under any other Federal program or activity, for or on account of any project with respect to which assistance has been given or promised under this Act. (b) No part of any money paid to a State under this Act shall be applied, directly or indirectly, to the purchase or erection of any building or buildings, or the purchase of any land; but such sums may be used for the acquisition of special equipment and minor remodeling of space used in connection with authorized projects under this Act. (c) No grant may be made under section 102, subsection (d) of this Act--(1) unless the application therefor is in accordance with a comprehensive statewide documentary preservation plan which has been approved by the Commission and by either the advisory commission described in (2) below or the State commission described in (3) below; and (2) unless such comprehensive statewide documentary preservation plan provides for its administration by the archival agency of the State, duly constituted and having adequate authority under State law to administer it in accordance with its provisions and the provisions of this Act, assisted by an advisory commission broadly representative of the public and private institutions of the State eligible for assistance under this Act; or, in the absence of such a State archival agency, (3) unless such comprehensive statewide documentary preservation plan provides for its administration by a State commission established by the State's chief executive, which shall have the same authorities, responsibilities, and representation as the archival agency and advisory commission described in (2) above.

Section 104. (a) "A beneficiary of assistance under this Act shall keep such records as the Commission shall prescribe, including records which fully disclose the disposition by the beneficiary of the proceeds of such assistance, the total cost of the project in connection with which such assistance is given or used, and the amount and nature of that portion of the cost of the project supplied by other sources, and such other records as will facilitate an effective audit. (b) The Comptroller General of the United States or his authorized representative shall have access for the purpose of audit and examination to books, documents, papers, and records of the beneficiaries that are pertinent to the assistance received under this Act.

Section 105. "There are authorized to be appropriated such sums as may be necessary to carry out the provisions of this Act."

Pete just last week received the following reply from Senator Ervin:

"Mr. Peter Silverman
Urban Archives Center
Temple University
Philadelphia, Pennsylvania 19122

"Dear Mr. Silverman: de make de many en proposition de babasens and basis and design and

"Reference is made to your recent letter relative to S. 1293, a bill to create a National Historic Records Commission, to establish a program for preserving and making accessible documentary resources throughout the Nation, and for other purposes.

"The bill is being processed in accordance with our regular procedures.

When agency comments have been received and analyzed, a determination will be made with respect to further committee action.

"Please be assured that the views of the Mid-Atlantic Regional Archives Conference are appreciated and will be considered in connection with future action on this measure.

"With all kind wishes, I am

"Sincerely yours, Sam J. Ervin, Jr. Chairman"

affirmative action

BEYOND NON-DISCRIMINATION:

The following statement was written by Robert E. Richardson, and was originally published in Georgetown Today, Volume 5, No. 4 (March 1973). Mr. Richardson has been a staff assistant to the executive vice-president for administrative affairs for Georgetown University since June 1972.

*For two hundred years we have been moving toward explicity affirming the Founding Fathers' words of equality to include color, race, religion, sex, and national origin. We now seek to add action to those words.

WThe concept of affirmative action originated in Executive Order 11246 signed by President Johnson in 1965. It is an aggressive, positive stance to recruit, employ and promote blacks, Spanish-surnamed, American Indians, Orientals and women - groups that have been historically excluded. Affirmative action programs are required of institutions holding federal contracts, which includes virtually all universities.

The first step of such a program is to perform analyses of the work force and employment practices. This determines whether women and minorities have been excluded. Exclusion is shown when these groups are fewer than reasonably would be expected by their availability. If exclusion is found, goals to increase the participation of those excluded become the second step. Goals are based upon turnover, new positions and the availability of those sought. Timetables, which are reasonable dates of achievement, are then established for the third step.

"After the initial step, mechanisms to implement and monitor the program are established. A top executive is usually appointed to head the program and give it a priority of its own.

"Although most people agree with the affirmative concept, some have difficulty with the action. Action means going beyond the steps above, it means more than issuing policy statements and paper programs. Action is contrary to inaction and benign neglect. Some who misunderstand affirmative action programs say that the action undermines the individual merit philosophy, imposes quotas and discriminates against white males.

"Individual merit aside, we have always provided special assistance to such groups as farmers and veterans to help them attain parity. Special interest representation in equal opportunity and affirmative action is not only socially desirable but serves as a conscious reminder of what our society is attempting to become. Although goals are confused with quotas, the guidelines explicitly state and emphasize that "while goals are required, quotas are neither required nor permitted by the Executive Order." Even President Nixon has made this point perfectly clear. Affirmative action does not mean discrimination against white males. It does mean, however, an end to the automatic preference given them based on "merit" as defined by others like them.

**Once past the initial state of hiring a few highly visible superblacks and superwomen to calm the waters, affirmative action takes on new meaning. It means that we will have to employ new approaches in deciding what criteria are relevant; it means that we will have to define merit from more than a single sex, single color referent; it means we will have to define more jobs to fit people rather than the reverse; and it means a period of creative tension as we become more open to our actual and stated policies. Affirmative action does not mean equality, for that is a contradiction of life to the degree to which all people differ from one another. Moreover, parity will be achieved only to the extent of one's ability to manipulate the system to one's own advantage until all the benefits are equally distributed throughout society.

"We should keep in mind that affirmative action programs are only short range solutions to long range problems. They are mere adjustments in our system and should not create the illusion that the problems of human development and utilization are solved. These problems will remain with us until we institutionalize opportunity so that all of us will be limited only by the genius of our imagination and ability."

proposed amendments to MARAC by-laws

We propose that the By-Laws be amended to clear up some confusion about the election of the Steering Committee. New material is underlined.

- 1. Article 4, Section B. Change the first sentence to read: "Officers: A Chairperson and a Secretary-Treasurer shall be elected at large by mail ballot of the membership prior to the spring business meeting of each odd-numbered year."
- 2. Article 4, Section C. Add to the first sentence so that it shall read: "Nomination and Election: The Steering Committee members shall be elected by mail ballot, eight (8) each year for terms of two (2) years beginning with the spring business meeting; the terms of the six members-at-large (together with those of the Chairperson and the Secretary-Treasurer) shall begin in odd-numbered years, and the terms of the eight State representatives in even-numbered years."
- 3. Article 4, Section C. Change the second sentence to read: "Steering Committee members may not succeed themselves."

Edmund Berkeley, Jr.
- Elsie Freivogel
Shonnie Finnegan
Adele Newburger
Robert Devlin